



DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361 -0001

IN REPLY REFER TO

NAVAIRINST 4120.1B
AIR-51122
21 Jul 89

NAVAIR INSTRUCTION 4120.1B

From: Commander, Naval Air Systems Command

Subj: SPECIFICATION AND STANDARD PREPARATION AND IMPLEMENTATION OF THE
DEFENSE STANDARDIZATION AND SPECIFICATION PROGRAM

Ref: (a) DoD Directive 4120.3 of 10 Feb 1979 (NOTAL)
(b) Defense Standardization Manual 4120.3-M (NOTAL)
(c) SECNAVINST 4120.3E (NOTAL)
(d) OPNAVINST 5711.95B (NOTAL)
(e) Federal Acquisition Regulations, subchapter B, parts 9, 10,
and 11 (NOTAL)
(f) MIL-HDBK-248B
(g) DoD Directive 5000.43 of 15 Jan 1986 (NOTAL)
(h) DoD Directive 5000.37 of 29 Sep 1978 (NOTAL)
(i) DoD Instruction 4120.20 of 28 Dec 1976 (NOTAL)
(j) SECNAVINST 4210.7A (NOTAL)
(k) NAVAIRINST 5711.1 (NOTAL)
(l) DoD-STD-961C
(m) DoD-STD-962B
(n) Federal Standardization Handbook, FPMR 101-29 (NOTAL)
(o) MIL-STD-2097 (AS)
(p) SECNAVINST 5760.4B

Encl: (1) Preparation and Maintenance of Standardization Documents

1. Purpose: To

a. implement the Defense Standardization and Specification Program (DSSP) as provided for in references (a) through (c); and

b. establish policy, assign responsibilities, and provide procedures for the preparation, coordination, publication, and maintenance of specifications, standards, and related documents within the Naval Air Systems Command (NAVAIR).

2. Cancellation. This instruction supersedes NAVAIR Instruction 4120.1A of 25 October 1972 and Report Control Symbol NAVAIR 4120-1; NAVAIR Instruction 4121.3 of 10 June 1968; and NAVAIR Instruction 4123.1A of 25 October 1972.

3. Scope. This instruction applies to all specifications and standards used by NAVAIR in the acquisition of hardware, software, and services. This instruction does not cover the system specification ((SD-24) detail specification) prepared for an aircraft.

4. Background. Most specifications and standards used throughout the Department of Defense (DoD) are produced under the DSSP. Specifications and standards promote standardization by documenting the lessons learned from



S/N 0693LD0545580

previous acquisitions. The utilization of standardized design, development, acquisition, and production

a. conserves program funds by providing the basis for competitive acquisition;

b. reduces manpower and time because standardized processes and materials are available for repetitive use by any commercial or governmental activity;

c. reduces the need for facilities because the repetitive use of such documents reduces item proliferation and its resultant necessity for multiple item identifications, acquisitions, warehouses, stocking, and distribution; and

d. conserves natural resources because standardized manufacturing processes waste less raw material.

5. Policy. To participate fully in the DSSP, related documents will be developed and maintained per references (a) through (m) and enclosure (1). The following documents will be prepared in a format to support acquisition streamlining as defined by references (f) and (g). The purpose of acquisition streamlining is to promote innovative and cost-effective acquisition requirements and acquisition strategies that will result in the most efficient utilization of resources to produce quality weapons systems and products.

a. Commercial Item Descriptions (CID's). CID's will be prepared according to reference (n), chapter 7. Wherever feasible, use existing acceptable commercial or commercial-type designs, products, and practices following references (a) and (h). CID's are the only documents authorized for use in the acquisition of commercial and commercial-type products except:

(1) Mating components of other items for which there are essential interoperable characteristics.

(2) Items purchased only as spare parts for the items described above and items documented by other descriptive forms such as engineering drawings.

(3) Items that are adequately defined in adopted non-Government standards.

(4) Low volume annual purchases and items falling under small acquisition procedures (\$25,000 or less).

(5) Items acquired for resale.

(6) Items acquired incidental to research and development.

(7) Items acquired for test and evaluation.

(8) Laboratory test equipment acquired for use by government activities.

(9) One time acquisitions of NAVAIR peculiar equipment.

21 Jul 89

(10) Items that may be acquired only from a single source or produced to a proprietary design.

(11) Commercial or commercial-type items entailing safety, national defense, or very high dollar value. (Federal or military specifications may be prepared and used for these commercial or commercial-type items.)

b. Federal or military specifications, and adopted non-Government documents

(1) are mandatory for NAVAIR use in the acquisition of supplies and services;

(2) need not be used to acquire

(a) items for authorized resale, except military clothing;

(b) items for construction when nationally recognized industry and technical source specifications and standards are available; or

(c) items in an amount not to exceed \$25,000 (multiple small purchases of less than \$25,000 of the same item will not be made for the purpose of avoiding the use of federal or military specifications);

(3) may be used in the following situations only when properly tailored and cited directly in the contract:

(a) Acquisition incidental to research and development.

(b) Acquisition of items for test or evaluation.

(c) Acquisition of experimental or developmental items.

(d) Acquisition of laboratory test equipment for use by government laboratories but only if such test equipment does not fall within the definition of support equipment (SE) as defined in reference (c).

(e) One time acquisitions.

(f) Acquisition of items for which it is impracticable or uneconomical to prepare a specification (repetitive use of an Aeronautical Specification (AS) document containing the essential characteristics of a specification will be construed as evidence of improper use of this exception), and where the purchase involves an item that is the product of private development in which the provisions of Federal Acquisition Regulations (FAR) DoD Supplement 1-304 are complied in relation to competitive acquisition.

c. AS and Aeronautical Requirement (AR) documents

(1) AS documents will

(a) be prepared in the format of a military specification as established in the latest issue of reference (1);

21 Jul 89

(b) be processed following the procedures set forth for limited coordination military documents; and

(c) not require standardization project numbers.

(2) AR documents will no longer be prepared.

d. Non-Government Documents. Non-Government specifications and standards will be adopted and used in preference to the development and publication of new or revised military documents when there is no substantial or demonstrable advantage to NAVAIR from the standpoint of costs, logistic support, performance requirements, quality control, and usable life of the item. If existing military specifications and standards are considered adequate, they will not be superseded by non-Government documents. Duplication between military specifications or standards and non-Government specifications or standards are to be avoided or eliminated to the maximum extent practical.

e. Standardization Document Maintenance. Specifications and standards will properly correlate military requirements with the existing state of technological development, as well as industrial and supply practices, and will be amended or revised to conform to these practices. Documents that are not needed will be cancelled. Active documents listed in the Department of Defense Index of Specifications and Standards (DODISS) that have not been amended, revised, or validated during the 5 years preceding 1 October of the current year will be reviewed for currency as provided for in reference (b). If the review indicates the applicable document should be cancelled or validated, the cognizant technical Naval Air Systems Command Headquarters (NAVAIRHQ) division will be informed and will have 30 days to verify or suspend the proposed action. Unless advised differently by the cognizant technical division, the proposed cancellation or validation will be implemented.

f. Qualification requirements will be incorporated in military specifications only as permitted in reference (b), chapter IV.

g. International Standardization Program responsibilities of NAVAIR will be discharged per references (d) and (k).

6. Responsibilities

a. NAVAIRHQ System Specification, Standardization and Data Branch (AIR-5112) is responsible for

(1) serving as the NAVAIR Command Standardization Office (COMSO) point of contact for all standardization policy and procedural matters pertaining to the preparation and maintenance of standardization documents as they relate to the USSP and the International Standardization Program;

(2) developing, publishing and maintaining NAVAIR policies and plans for development and use of standardization documents in this and related instructions;

(3) reviewing standardization documents for conformance to standardization policy and requirements, and assign identification numbers per enclosure (1);

(a) limited coordinated (AS) military specifications and (AS) purchase descriptions submitted by NAVAIR technical codes and/or their field activities; and

(b) approving specifications containing qualification requirements sent by Naval Air Engineering Center (NAVAIRENGCEN), Systems Engineering and Standardization Department (SESD) for qualification approval.

(4) assigning to NAVAIRENGCEN, SESD, responsibility for performance of appropriate standardization functions as they relate to the DSSP and the International Standardization Program (paragraph 6c of this instruction); and

(5) authorizing the assignment of an AS document number on a case by case basis.

b. Cognizant technical divisions, project offices, field activities and laboratories are responsible for adhering to the policies and procedures prescribed in this instruction to accomplish standardization by participating fully in the following:

(1) DSSP by developing and maintaining specifications, standards, and related documents as provided for in references (a) through (m) and enclosure (1).

(2) International Standardization Program (references (d) and (i)).

(3) Standardization Section (AIR-51122) as contact point for all standardization matters.

c. NAVAIRENGCEN (SESD) is responsible for

(1) performing the DSSP functions of the preparing, military coordinating, review, user, departmental custodian and lead service activity on behalf of NAVAIRHQ (AIR-51122) and as specified in reference (b);

(2) performing detailed actions delineated in enclosure (1) and other actions as may be assigned by NAVAIRHQ (AIR-51122);

(3) performing additional tasks as necessary to fully implement the DSSP and International Standardization program; and

(4) participating actively in the development of non-Government documents by non-Government bodies (nationally recognized associations, institutes or technical and professional societies) not organized for profit and conducting professional standardization activities following references (b) and (i).

7. Action. All addresses will take actions as required in enclosure (1) in addition to the following:

a. NAVAIRENGCEN (SESD) will

(1) prepare the Annual Standardization Accomplishment Report. After approval by NAVAIRHQ (AIR-51122), this report is forwarded to the Navy

21 Jul 89

Departmental Standardization Office (DepSO) for coordinated Navy input;

(2) complete form DD 1585, Standardization Project Transmittal Sheet, for assignment of a new standardization project number for the completion of a project, or for a change in project schedule; and

(3) provide quarterly input for the Status of Standardization Projects (SD-4) to the Headquarters Air Force Logistics Command, Command Standardization Office (AF-26). This report is a summary of standardization reports initiated.

8. Report

a. Report Control Symbol DD-P&L(AR)759(4120) is assigned to form DD 1585. The report is approved until 29 Jul 1990.

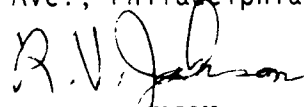
b. Report Control Symbol DD-P&L(A)758(4120) is assigned to the annual Standardization Accomplishment Report. The report is approved until 29 Jul 1990.

9. Forms

a. NAVAIR Field Activities. DD 1585, Standardization Project Transmittal Sheet, S/N 0102-LF-001-5852 is available in the Navy supply system and may be requisitioned per NAVSUP P-2002.

b. NAVAIRHQ. NAVAIR 4121/2, NAVAIR Specification and Technical Data Approval Record is stocked by AIR-51122.

c. Naval Publications and Forms Center (NPFC). NPPSDO-5604/4, Print Order is stocked at NPFC, 5801 Tabor Ave., Philadelphia, PA 19120.


R. V. JOHNSON
Deputy Commander

Distribution: FKA1A (established quantity); others 2 copies each
SNDL: C20H, FKA1A (Deputy Commander, NAVAIR Acquisition Executive and Deputy Commander for Operations, Assistant Commanders, Comptroller, Command Special Assistants, Program Directors, Designated Program Managers, Directorate Directors, and Office and Division Directors), FKM15 (ASO only), FKQ6A, FKQ6F, FKQ6H, FKR1 (less FKR1A), FKR2; FKR3 (less FKR3I), FKR5

Copy to: (2 copies each unless otherwise shown)

SNDL: B2D, C84B (Morgantown (1 copy)), FA5, FA6, FA7, FB7, FB10, FB29, FC4, FF1, FF5, FF8, FF54, FKA1A (AIR-71232 (10 copies), AIR-71233B (40 copies), AIR-07D A/L (1 copy), AIR-5112 (10 copies)), FKM9, FKM13, FKM27 (NPPSO NDW C/L), FKP7, FKP8, FKR4A, FT1, FT2, FT13.

Stocked: Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120-5099

PREPARATION AND MAINTENANCE OF STANDARDIZATION DOCUMENTS

1. General. The following paragraphs contain general guidance for the preparation of specifications, standards, and related documents, while references (a) through (m) contain detailed policy and procedures controlling the preparation and maintenance of these documents. Amendments and revisions as appropriate may be processed using the same procedures used for the initial issue of the document.

2. Federal and Military Specifications and Standards

a. Technical divisions, project offices, field activities and laboratories will:

(1) Determine the need to prepare, amend, revise or cancel a document, as well as the degree of coordination involved, applicable series, format, security classification, and organization to prepare the document, and inform NAVAIRHQ (AIR-51122) immediately. All documents that result in the preparation of a new Data Item Description (DID) or the revision of an existing DID will be referred to Technical Data Management Section (AIR-51123) for specific guidance.

(2) Forward the contractual requirements or a draft of the proposed document to NAVAIRHQ (AIR-51122) who will in turn assign NAVAIRENGCEN the task of developing a limited or fully coordinated military series document or federal document.

(3) Forward documents developed by NAVAIRENGCEN (SESD) that have met technical cognizance approval (with one copy for Specification/ Records (AIR-51122E) files) along with a completed form NAVAIR 4121/2, NAVAIR Specification and Technical Data Approval Record (attachment (A)) and any special distribution requirements to NAVAIRHQ (AIR-51122) for action. The form NAVAIR 4121/2 used to forward the document to NAVAIRHQ (AIR-51122) should be routed by the specification preparer through the following:

(a) Materials and Processes Branch (AIR-5304) for materials and packaging considerations.

(b) Contract Administration Branch (AIR-1192) and Quality Assurance Branch (AIR-5162) for proper quality assurance provisions.

(c) Cognizant production group for impact of manufacturing lead time, production costs and government furnished equipment list.

(d) Cognizant logistics acquisition manager for impact on spares, training, support, etc.

(e) Cognizant aircraft/weapon system technical desk for impact on one or more aircraft and/or weapon systems within, Systems Engineering Management Division, (AIR-511).

(f) Reliability and Maintainability Branch, (AIR-5165), for reliability and maintainability requirements.

21 Jul 89

(g) Technical Data Management Section, (AIR-51123), for assistance with DID requirements if needed.

(h) Cognizant technical division director, or the person to whom authority has been delegated, for signature in the appropriate block on form NAVAIR 4121/2.

b. NAVAIRHQ (AIR-51122) will

(1) verify the type and format of the document and compliance with DSSP policies and procedures before forwarding such data to NAVAIRENGCEN (SESD) for action unless AIR-51122 elects to process the limited coordinated document in-house;

(2) ascertain that completed documents conform to established requirements, and pass them to NAVAIRHQ (AIR-51122E) to assign document numbers as necessary and to process for printing and issue; and

(3) assign standardization project numbers.

c. NAVAIRENGCEN (SESD) will

(1) develop and coordinate the document and as necessary, prepare a final draft and forward it to the cognizant technical division and other codes as appropriate for concurrence; and

(2) forward the document and print order to the Naval Publications and Forms Center (NAVPUBFORMCEN) for indexing, printing, distribution, and stocking.

3. AS Documents

a. Technical divisions, project offices, field activities and laboratories will

(1) process AS documents following the procedures set forth for military documents; and

(2) prior to their submission to NAVAIRHQ (AIR-51122) per paragraph 2a(3) of this enclosure, not affix document numbers and approval dates to AS documents.

b. NAVAIRHQ (AIR-51122) will

(1) process AS documents following the procedures set forth for limited coordination military documents excluding project numbers and Acquisition Management Systems Control (AMSC) numbers; and

(2) assign document numbers and approval dates to the document when the master copy is submitted to NAVAIRHQ (AIR-51122E) for indexing, printing and stocking.

c. NAVAIRHQ (AIR-51122E) will prepare a request for printing and reproduction and forward it and the master copy to Printing and Publications (AIR-7123A).

d. NAVAIRENGCEN (SESD) will

(1) prepare AS documents per paragraph 5c(1)(a) of this instruction as appropriate when requested by AIR-51122; and

(2) forward the final draft of the document to the cognizant technical division, etc.

4. Qualified Products List (QPL's)

a. Technical Division (cognizant desk of specification) will

(1) determine, following reference (b), chapter IV, whether the inclusion of a requirement for qualification in the specification can be justified; and

(2) complete a Qualification Requirements Supporting Data Format (attachment (B)) and submit the original and one copy of the specification and data format to NAVAIRHQ (AIR-51122) for review and approval prior to the issuance of the specification containing the requirement for qualification.

b. The cognizant laboratory will inform NAVAIRENGCEN (SESD) in writing of products validated by periodic feedback of test data and complete re-qualification testing, as applicable, for retention of the QPL.

c. NAVAIRHQ (AIR-51122) will

(1) act as NAVAIR central point of contact for control and review of QPL matters and maintain appropriate liaison with DepSO (NAVSEA 55ZD-NM);

(2) review the proposed specification and the Qualification Requirements Supporting Data Format submitted by the cognizant technical division. Forward copies of the DepSO (NAVSEA 55ZD-NM) approval to the cognizant technical division, NAVAIRENGCEN (SESD), for forwarding to the appropriate laboratory; and

(3) provide guidance to the cognizant technical division in the preparation of all letter notices of qualification to foreign manufacturers.

d. NAVAIRENGCEN (SESD) will

(1) assist the cognizant technical division, etc. when requested, in the preparation of a Qualification Requirements Supporting Data Format (attachment (B) of this enclosure);

(2) prepare, maintain, and arrange with NAVPUBFORMCEN for the printing and distribution of all QPL's for which NAVAIR is responsible. Periodically

21 Jul 89

update QPL's to reflect validation of qualification for listed manufacturer's products. Send a copy of the QPL to NAVAIRHQ (AIR-51122E);

(3) obtain periodic qualification certification from the manufacturer (every 2 years or more often if required by an individual specification) as required by reference (b) paragraph 4-210; and

(4) maintain a record of all specifications (containing qualification requirements) reviewed in compliance with paragraph 4d(3) of this enclosure, and make this record available to the Inspector General during command inspections.

5. Non-Government (Industry) Documents

a. Technical divisions, project offices, field activities, and laboratories will

(1) participate in the development and/or adoption of non-Government documents which fully satisfy NAVAIR needs with respect to technical sufficiency and metric practices;

(2) furnish the names of personnel participating as formal members in the preparation of non-Government standardization documents to NAVAIRENGCEN (SESD) for use in the reports required by reference (i) of this enclosure. Military liaison representation in an industry association committee and the submission of routine ballots do not necessarily constitute participation in the development of non-Government documents, whereas the submission of data and essential comments do;

(3) contact NAVAIRHQ (AIR-51122E) if the acceptance notice is to be prepared and appropriately coordinated by an organization other than NAVAIRENGCEN (SESD), obtain a standardization project number and provide information necessary to give effect to the proposed adoption in the DODISS, SD-4, Program Analysis, and annual Standardization Accomplishment Report (SAR);

(4) forward a copy of the specific issue of the non-Government document and request the adoption of such non-Government document to NAVAIRHQ (AIR-51122) if NAVAIRENGCEN (SESD) is to be requested to adopt a non-Government document;

(5) route a copy of the adopted document, a completed form NAVAIR 4121/2, and a master and one other copy of the acceptance notice to NAVAIRHQ (AIR-51122) for action when the acceptance notice and any necessary coordination has been completed (including the organizations identified in paragraphs 2a(3)(a) through 2a(3)(h) of this enclosure, as appropriate);

(6) supersede military standardization documents by fully satisfactory non-Government standardization documents rather than maintain the military document per paragraph 5d of this instruction; and

(7) reference and/or use of non-Government documents in military standardization documents will be, per reference (b);

b. NAVAIRHQ (AIR-51122) will

(1) review and, if appropriate, forward technical division, etc., requests for SESD to participate in task groups or committees of nationally recognized associations, institutes, technical and professional societies engaged in the development of standardization documents;

(2) review and, if appropriate, forward technical division requests for NAVAIRENGCEN (SESD) to prepare and appropriately coordinate Acceptance notices covering the adoption of specific issues of non-Government standardization documents;

(3) review acceptance notices for approval and enter the adoption (approval) date immediately below the non-Government document identifier in the upper right corner, retain form NAVAIR 4121/2, and forward the acceptance notice, the non-Government document and the Print Order (form NPPSDO-5604/4) to NAVAIRENGCEN (SESD); and

(4) review the annual Standardization Accomplishment Report for compliance with the requirement of reference (a).

c. NAVAIRHQ (AIR-51122E) will act as intermediary between the technical division, etc., and NAVAIRENGCEN (SESD) as necessary (when the acceptance notice covering the adoption of a non-Government document is to be prepared and appropriately coordinated by an organization other than NAVAIRENGCEN (SESD)) to obtain a standardization project number and give effect to the proposed adoption in the SD-4, Program Analysis, and annual Standardization Accomplishment Report.

d. NAVAIRENGCEN (SESD) will

(1) participate, at the request of NAVAIRHQ (AIR-5112) to the maximum extent practical in the work of nationally recognized associations, institutes, technical and professional societies to further the objectives of the DSSP. Participation should be consistent with reference (p);

(2) prepare and coordinate acceptance notices at the request of cognizant technical divisions to effect the adoption of non-Government documents and forward the acceptance notice and non-Government document to the requesting NAVAIRHQ technical division;

(3) take appropriate action to give effect to completion of the document in the DODISS, Program Analysis, SD-4, and annual Standardization Accomplishment Report and forward the acceptance notice, non-Government document and print order to NAVPUBFORMCEN for indexing, printing, distribution, and stocking; and

(4) include a roster of NAVAIR personnel participating in the development of non-Government standardization documents by non-Government task groups and committees in the annual Standardization Accomplishment Report as assignee activity for designated Federal Supply Classification classes.

() (c) The end use of the product is highly critical in nature and directly related to life survival or emergency life saving function.
Amplify the description of intended use contained in the accompanying specification draft (section(s) 1 and/or 6) to substantiate this justification.

B. Has affirmative finding been made by preparing activity with respect to each of the following subparagraphs of 4-106 of DSM 4120. 3-M?

(a) _____ (b) _____

III. TEST DATA

A. Names and Locations of Testing Facilities:

IV. POTENTIAL SUPPLIERS

(List names of suppliers believed to be interested in submitting samples for test)

Signature of Preparing Activity's Authorized Official

Date

FROM

SECURITY CLASSIFICATION

1. Process NAVAIR (AS) and MIL-(AS) Specifications in accordance with NAVAIRINST 4121.3.
2. For all MIL-(AS) and (AS) Specifications forward this completed form, with original and required copies thereof, to: Commander, Naval Air Systems Command (AIR-51122E) after coordination and approval as required by governing instruction.
3. A MIL-(AS) which requires a QPL shall not be printed, except for emergency procurement until a QPDF (Qualified Products Data Form) has been approved by DEPSO (Departmental Standardization Office). A NAVAIR (AS) shall not contain a QPL requirement. Check one:

Check one:

*When advance printing is required prior to coordination for emergency procurement, coordination shall be accomplished after receipt of printed copies.

Attachment A
Encl (1)

QUALIFICATION REQUIREMENTS SUPPORTING DATA FORMAT

I. IDENTIFICATION

A. Specification Number:

B. Title:

II. JUSTIFICATION (Ref: Def. Stdzn. Manual 4120.3-M para 4-104)

A. Check applicable paragraph(s) and provide supporting information as required:

() (a) The time required to conduct one or more of the examinations and tests exceeds 30 days (720 hours). List the tests which if required for product acceptance would delay product delivery as indicated above. Show time required to perform each test. Do not list any tests which individually do not require sufficient time under ideal conditions to cause undue delay,--- unless such tests comprise a required sequence of several tests.

() (b) The test(s) would require special equipment not commonly available. List the specific test equipment(s) not commonly available and describe briefly why not commonly available.